

SENIOR CONTROLS TECHNICIAN

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult skilled work in the maintenance, repair and installation of HVAC equipment controls; does related work as required. Work is performed under minimal supervision. Supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Troubleshooting, repairing, installing and maintaining HVAC equipment controls; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Makes repairs to boiler systems; performs preventive maintenance; makes routine inspections of systems; troubleshoots mechanical building systems and related controls.
- Prioritizes, schedules, and completes work orders; orders maintenance parts; records the use of parts for inventory and budgetary purposes; writes specifications for materials; reads drawings and blue prints.
- Diagnoses, repairs, replaces, adjusts, and installs, calibrates and monitors controls, thermostats, DDC, pneumatic, HVAC equipment and systems. Monitors HVAC systems via computer for proper operation.
- Monitors building temperatures and checks equipment; adjusts, restricts, or increases air balance flow.
- Diagnoses programming issues with HVAC controls.
- Performs preventative maintenance on heating, air conditioner and ventilation systems; inspects systems for proper operation.
- Troubleshoots, repairs and maintains DDC and pneumatic controls for HVAC systems and related components.
- Schedules building occupancy times for heat/air conditioning; schedules special events for optimum energy management.
- Rebuilds pneumatic valves and replace DDC valves.
- Assists in review of mechanical plans and control sequence of operation for renovations and construction projects.
- Directs outside contractors to resolve pertinent programming issues.
- Assists other trades such as required.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the common practices, tools and terminology of the mechanical trade to which assigned; thorough knowledge of the use and characteristics of common heating and air handling materials; thorough knowledge of the hazards and safety precautions associated with the trade; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in heating or related trade.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

May require possession of or ability to acquire an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.